

CHAPTER 214 PARTICIPATE IN AN ACCIDENT PREVENTION PRESENTATION

Section 1 Background

1. PTRS ACTIVITY CODES

A. *Maintenance.* 3920

B. *Avionics.* 5920

3. OBJECTIVE. This chapter provides guidance for assisting or conducting aviation safety presentations in accordance with the requirements of the district office, the Accident Prevention Program (APP) plan, the Accident Prevention Program Manager (APPM), and Order 8740.1, the Accident Prevention Handbook, as amended.

5. GENERAL

A. One of the most effective means of accident

prevention is to keep the aviation community informed and up-to-date by using safety clinics, seminars, and workshops that cover the following subjects:

- Aviation safety procedures and techniques
- Accident cause factors
- New equipment updates
- Federal Aviation Administration policies, including revisions and new regulations

B. If unsure of any instructions in this chapter, consult Order 8740.1, which contains complete in-depth explanations on how to prepare a presentation.

Section 2 Procedures

1. PREREQUISITES AND COORDINATION REQUIREMENTS

A. *Prerequisites*

- Knowledge of the Federal Aviation Regulations, FAA policies and procedures, and the applicable office's Accident Prevention Program Plan
- Qualification as an Aviation Safety Inspector (Operations or Airworthiness)

B. *Coordination.* This task requires coordination with the District Office manager and Accident Prevention Program Manager, and may require coordination with state and local government agencies.

3. REFERENCES, FORMS, AND JOB AIDS

A. *References*

- Order 8740.1, Accident Prevention Program Handbook, as amended
- Appropriate resource materials

B. *Forms.* None.

C. *Job Aids.* None.

5. PROCEDURES

A. *Respond to the Initial Request.* Obtain the following information from the requesting Accident Prevention Program Manager:

- The date, time, and location of the presentation
- The subject matter
- The time allotted for the presentation

- The equipment available at the facility
- The number of other guest speakers and their subjects
- The method(s) of presentation by the other speakers
- The audience make-up
- Other information, as necessary

B. Determine the Subject Matter for the Presentation

(1) If the requesting Accident Prevention Program Manager supplied the subject matter for the presentation, conduct the appropriate research.

(2) If the requesting Accident Prevention Program Manager did not supply the subject matter for the presentation, confer with other inspectors and the unit supervisor to decide on a subject. Contact the Accident Prevention Program Manager for:

(a) Approval of selected subject matter

(b) Coordination of any audio visual aids required (e.g., transparencies, slides)

C. Gather any Appropriate Resource Material. Review and obtain resource material and documents pertaining to or associated with the subject matter. Some suggestions for resource materials are:

- FAA Publications
- NASA Publications
- Military Publications
- Organizational Publications
- Civil Aero Medical Institute (CAMI)
- State and local government agencies

- Accident Prevention Program Manager generated records and reports

D. Determine the Method of Presentation

(1) Use the main subject matter and the following considerations to determine the best method of presentation:

(a) The presenter's area of expertise (e.g., operations, maintenance, avionics)

(b) The subject matter content (whether statistical data, graphic arts, 35mm slides, 16mm film, video tapes, etc.)

(c) Types of resource materials readily available

(d) Time allotted for presentation

(e) Type of facility

(f) Type of audience, to include the following considerations:

- The number of people expected
- Audience knowledge of the subject
- Average audience education and experience levels

(2) Review the methods of presentation of other guest speakers, if applicable.

E. Prepare the Presentation

(1) Base the development of the presentation on the following:

- Subject matter
- Expected number of people
- Available audio/visual aids
- The size of the facility

- Available reference material
- The amount of time scheduled

(2) Ensure that the presentation includes, but is not limited to, the following:

(a) An introduction that gets the interest and attention of the audience and specifically states the subject to be discussed

(b) A content body that can be presented clearly and logically

(c) A conclusion that accomplishes the following:

- Restates the points made in the body
- Motivates the audience to act by spelling out the actions they should take
- Is not too short or too long (determined by the audience reactions to the body of the presentation)
- Does not cover material that was not contained in the body

F. *Perform the Pre-Presentation Activities.* Use the following guidelines to help in the organization of materials and equipment needed for the presentation:

(1) Rehearse the prepared presentation, with all equipment to be used, to ensure that the presentation:

- (a) Is within the established time limits
- (b) Has a smooth flow of equipment transitions throughout presentation
- (c) Stays within the guidelines established by the Accident Prevention Program Manager

(2) Check any required audiovisual equipment the day before the presentation to ensure that it is in good working order

(3) Check all of the audiovisual aids to ensure that film or video tape is not broken, all slides are in sequence, and corresponding audio cassette tapes are working properly

(4) Check the supply of extension cords and ensure that the lengths are adequate

(5) Visualize how the equipment is going to be set up

(6) Ensure that the quantity and quality of all handout material is appropriate

G. *Conduct the Presentation*

- (1) Start and stop presentation on time.
- (2) Pause occasionally for emphasis and to give the audience a break.
- (3) Maintain eye contact with audience.
- (4) Be brief and to the point.
- (5) Stay with prepared material; do not improvise.

7. TASK OUTCOMES

A. *File PTRS Transmittal Form*

B. Successful completion of this task results in the following:

- A presentation that provided accurate and beneficial information
- A presentation that met the requirements of the Accident Prevention plan and the goals set forth by the Accident Prevention Program Manager
- Increased community relations and awareness with regard to aviation safety

9. FUTURE ACTIVITIES. None.

